

Prather Lab Jobs

Feb 25, 2008

1. General ordering (Quartermaster) – **Neidi**
 - Check lab board regularly to assess general lab needs
 - Conduct weekly survey of supplies (Mondays)
 - Order general supplies from the least expensive supplier
2. General repairs and installations (Handiman) – **Collin**
 - Repair or call for repairs for equipment not on service contracts, excluding HPLC
 - Arrange for installation of new equipment
 - Arrange annual pipettor calibration
3. -87 freezer and strains (Strainmaster) – **Tae Seok**
 - Maintain database of strains
 - Keep freezer organized and ice-free
4. -20 freezer and enzymes – **Hsien-Chung**
 - Maintain enzyme registry and distribute to lab members
 - Keep freezer log current, storage boxes organized
 - Organize freezer thaws
5. EHS Laboratory Rep/Student Safety Coordinator – **Kevin**
 - Serve as the lab's liaison to the departmental and institute EHS committees
 - Complete weekly inspections
 - Address safety concerns, needs with the lab
6. Departmental Computer Support Rep/Webmaster – **Diana**
 - Interface with cheme-computer for lab needs
 - Maintain group website
7. HPLC Maintenance and Repair – **Dave** (Apprentice: Diana)
 - Perform preventive maintenance, and repair when needed

Note that EVERYONE is responsible for taking turns in completing the following tasks:

- Autoclaving biohazardous waste
- Discarding biosharps
- Decontamination of ethidium bromide
- Decontamination and disposal of aspirator waste

Preparation of 1X TAE and autoclaving of flasks is the responsibility of the individual in need of them.